

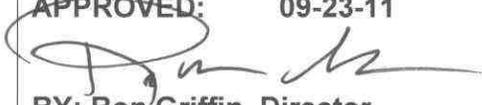


COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY

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Updated

SUBJECT:  
DEPARTMENT POLICY AND PROCEDURE  
FOR CALIFORNIA SHAKEOUT

APPROVED: 09-23-11

  
BY: Ron Griffin, Director

### PURPOSE

The purpose is to establish procedure that provides guidance to Preschool Services Department (PSD) in the event of a natural disaster that may affect day-to-day operations of the department. Also enabling PSD to be able to maintain a high level of readiness, and be capable of implementation with or without warning in an emergency or a natural catastrophe.

### POLICY

To maintain a high level of readiness, and prepare for an emergency/disaster crisis situation as governed by the Standard Emergency Management System (SEMS)- Government Code 8607 (a), and National Incident Management System (NIMS).

### REFERENCE

Head Start Performance Standards - Subpart B, 1304.22 and Title 22 Health and safety Code Section 13131, and 101229.

### PROCEDURE

In the month of October, Preschool services Department (PSD) participates in the Countywide Shakeout, the Earthquake drill. All PSD sites conduct an emergency/disaster drill the same day and time as specified by the County each year. The steps taken are as follows:

1. The Deputy Director for PSD operations will contact the sites on the group talk feature of the Nextel phone the morning of the California Shakeout drill to alert the sites that PSD is ready to start the Shakeout drill.
2. Site staff is asked to adhere to their regular Earthquake/Fire drill procedure when participating in the October Shakeout-Earthquake drill.
3. All staff, visitors, volunteers and others present at the site is expected to participate in the California Shakeout drill.
4. The sites will be contacted for site safety updates as soon as "all clear" signal is received from the Admin building safety coordinator.
5. The sites **will be called** in alphabetical order for follow-up and needed updates by the designated staff, listed below assisting with the Shakeout process.
6. In case of an actual emergency, the site staff must contact their Program Manager on the Blackberry phone.
7. Site staff is instructed **not** to use the group talk feature of the Nextel phone to contact their assigned staff member listed below during, before or after completion of the drill.
8. Staff in transition must adhere to safety first and their judgment based on the

situation. For assistance in an actual emergency, contact your immediate supervisor or his/her designee if possible.

9. To conduct the Countywide Shakeout drill effectively, the Site Supervisors must carefully adhere to the instructions listed on this memo.
10. For accurate roll call during the Shakeout drill, the Site Supervisor must ensure that all present at the site are signed-in.

Following is the contact list of designated persons in charge during the California Shakeout Earthquake drill.

### **Contact Name and Assigned Area for California Shakeout Drill**

#### **Marilyn Caldwell**

High Desert – Adelanto, Apple Valley, Barstow, Crestline, Hesperia, Newberry Springs, Phelan, Victor valley College (VVC), and Victorville.

#### **Julia Chukumerije**

The West-end – Chino, Cucamonga, Ontario Holt, Ontario Maple, Upland, and Westminster.

#### **Jacquelyn Greene**

San Bernardino – North Redlands, South Redlands, Rialto Eucalyptus, Rialto renaissance, Rialto Willow, San Bernardino West, Waterman Gardens, Westside Annex, and Westside Plaza.

#### **John Hams**

San Bernardino – Boys and Girls Club, Del Rosa, Highland, Mill Center, Parks and Recreation, Yucaipa, and the Low Desert (Copper Mountain, Yucca Valley, and 29 Palms).

#### **Sidney Everly**

Early head Start (EHS) Home-based staff.

#### **Donna Estes**

Will ensure all Contract Partners (CP's), and the Delegate Agency - Easter Seals have their emergency phones provided by PSD plugged-in, charged, and ready to use on the day of the California Shakeout.

### **Important Reminders For Emergency/Disaster Preparedness**

#### **HAM Radios**

The HAM radios are used in a portable modality the same way in which camping enthusiasts use them. The HAM radios have the following equipment – the HAM Radio, Base-Station, Tripod, Antenna, and 75 foot Co-axle Cable.

The HAM radios are already mounted on the top of the Base-station. For portability, the 75 foot co-axle cable connects to the back of the base-station and the antenna sits mounted on top of the tripod. Additionally, a basic patio umbrella-base can be used to stabilize and secure the tripod and the antenna. The HAM radio needs an electrical source to operate. This electrical may come from a generator, a 12 volt (car battery), or working outlet on the outside of a fixed structure. The HAM radio antenna generates a small amount of heat due to the 50 watts output (radiant technology) of the base-station. If the HAM radios are used in

an emergency situation, they must be used outdoors (away from children, telephone poles, and trees).

### **Generators**

Sites with emergency generators must check to ensure that they are in good working condition and the **siphoning** hose is located in a place easy to access in time of need.

### **Emergency/Disaster Kits**

Must be checked for expiration, and needed inventory/restocking purpose periodically or as specified on the Safe Environments Checklist.

### **First Aid Kits**

The First Aid kits must be checked and restocked as stated on the Safe environments Checklist to ensure adequate inventory of needed materials for the First Aid kits. Always remember to complete the First Aid Kit inventory card for record-keeping and tracking.

### **Site Emergency/Disaster Plan**

Site Supervisors must ensure all phone numbers listed on the Emergency/Disaster Plan (LIC-610 Form) are current and working.